

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-181 **Issue Date:** 09-16-16 **Closing Date:** 10-03-16

Family Engagement/ ERSEA/Transportation Coordinator
Yakama Nation Head Start
Department of Human Services
Hourly Wage: \$17.70/Regular/Full-Time/Supervisory
Location: Wapato, WA

To apply professional expertise and oversight in the Family Engagement, ERSEA (Enrollment, Recruitment, Selection, Eligibility and Attendance), and Transportation components, ensuring that the agency complies with all regulations per applicable Performance Standards. Analyze, plan and implement enrollment systems. Plan and provide training related to enrollment systems, policies and procedures for the department and agency. Ensuring monitoring, agency collaboration and tracking enrollment services.

Knowledge, Skills and Abilities:

- Knowledge of Yakama Nation and people, traditions, culture, reservations, and ceded area.
- Knowledge and experience in data collection and information processes and systems.
- Knowledge of federal, state, and local regulations in regards to Head Start, special services, and childcare.
- Knowledge of online child tracking systems, including ChildPlus and Teaching Strategies Gold.
- Knowledge of Head Start Performance Standards, Head Start Act, and other applicable federal regulations pertaining to Head Start.
- Knowledge of Eligibility standards and systems in regards to Head Start programs.
- Knowledge of Recruitment standards and systems in regards to Head Start programs.
- Knowledge of Selection principles and requirements in regard to Head Start programs.
- Knowledge of Enrollment procedures and policies in regard to Head Start programs.
- Knowledge of Attendance requirements in regard to Head Start programs.
- Knowledge of community resources.
- Knowledge of Head Start Policy Council standards.
- Skills in advance computer literacy including database management, spreadsheet, work processing, internet, and email.
- Skill in communication both written and verbal.
- Skills in diagnostic and problem solving skills.
- Ability to collaborate with community agencies to assist Head Start families.
- Ability to plan, organize and implement tasks to be compliant with Head Start Standards and Policy Council policies.
- Ability to develop and execute training for small and large groups.
- Ability to write accurate reports and maintain organized records.
- Ability to accurately enter data, monitor data input of others and analyze data.
- Ability to facilitate meetings.

General Recruiting Indicators:

- Minimum of Associate of Arts degree and 5 years working in head start, school, or childcare setting. OR,
- Preferred Bachelor's Degree in Social Work, Family Studies, Early Childhood Education, or related field and 2 years work experience in social work, human services, education, or mental health areas.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid Washington State Driver License with the ability to obtain a Yakama Nation Tribal Drivers Permit.
- Required to pass a pre-employment criminal background check.
- Must have a current First Aid/CPR card or able to obtain one within 6 months.
- Must have a current food handler's card or able to obtain one within 6 months.
- Preference will be given to past/present Head Start parents who meet minimum qualifications.
- Must be able to manage confidential information.
- Must follow Yakama Nation Head Start Code of Conduct.
- Strong interpersonal skills and demonstrated experience working with children, families and social services programs.